

ONEplace Associate

Kalamazoo's nonprofit management support organization, ONEplace, is seeking a dynamic, innovative individual who is passionate about professional development. The ideal candidate brings nonprofit knowledge and skills, demonstrates investment in the Kalamazoo community, and wants to be part of our community's success. Comfortable with long-term, big picture thinking as well as detailed implementation, the candidate enjoys working independently and will be a trusted partner with the director and outside connections.

Duties and Responsibilities

1. Assists ONEplace director in the day-to-day operations of ONEplace.
2. Assists constituents by offering explanation and overview of ONEplace services, assistance with best-practice based capacity-building resources and referral to ONEplace director and external resources.
3. Assists in the design and implementation of agency data collection and analysis.
4. Assists ONEplace director in the preparation of ONEplace events and workshops, presents selective programs under the guidance of the director, and maintains systems for tracking program evaluations.
5. Maintains the ONEplace Center, upkeep of print collection, and other displayed resources.
6. Maintains ONEplace website to include updates, online resources, event information, job postings, and calendar.
7. Participates in ONEplace marketing (e.g., email promotions, social media, face-to-face meetings).
8. Maintains databases of ONEplace constituents and online database of consultants.
9. Participates in departmental meetings, library-wide committees and training opportunities.
10. Performs other tasks as assigned.

Minimum Qualifications

1. Bachelor's degree.
2. Two years of experience in the nonprofit sector.
3. Experience in event and program planning.
4. Demonstrated proficiency in Microsoft Office products.
5. Familiarity with using social media, especially Facebook and Twitter.

Desirable Qualifications

1. Board and nonprofit work or volunteer experience.
2. Knowledge of the nonprofit resources and collaborations.
3. Demonstrated website content management skill.
4. Familiarity with organizations, institutions and community networks in the greater Kalamazoo area.

Salary

\$35,875 - \$51,875 yearly; health insurance with employee contribution; fully paid vision, dental, LTD, life insurance, retirement and health care savings plan; paid vacation, holidays, and sick leave.

Schedule

40 hours weekly; Monday – Friday between 8:00 am- 5:00 pm with some evening hours possible.

Application Procedure

Interested applicants must submit a complete a KPL job application, resume, cover letter and written responses to the following:

1. Provide a professional blog post about a current nonprofit trend.
2. Provide a written response to an email requesting information about how to start a new nonprofit.

Please see our website www.kpl.gov/jobs/ to apply.

Deadline for applications is Friday, July 15, 2016.